

退款安排

根據香港大學學生會二零一七年度迎新守則（甲部第六章），# 香港大學學生會 XX 學會 #（本會）必須於接納迎新活動費用前，以口頭及書面形式告知新生此退款機制。假若本會接納了任何於迎新活動的費用（不包括會員費用），新生有權於迎新活動進行前，依據以下任何一種情況向本會申請退款。

1. 假若新生於二零一七年八月十一日晚上十一時五十九分或之前，以**任何理由**向本會申請退款，本會**必須**退回 **100%**的金額。
2. 假若新生於活動進行前的 48 小時之前，以**任何理由**向本會申請退款，本會**必須**退回**全款之 # 由該會決定，但不得少於 75% #**的金額。
3. 假若新生於活動進行前的 48 小時之內，以**任何理由**向本會申請退款，本會有權不接納該退款申請，並不作任何退款。（根據條文 1 所作出的退款申請不限於此。）

如新生不同意本會作出的退款決定，可向香港大學學生會評議會迎新事務委員會（迎委會）提出申訴，迎委會將議決本會的決定是否合理，以及進行調解。如迎委會未能調解該申訴，將交由香港大學學生會評議會迎新事務仲裁委員會（仲委會）處理，本會需要遵從仲委會的決定。

假若新生希望申請退款，# 需以書面形式電郵至 abc@xyz.com 或致電 8888-8888 通知本會 #。新生需提供該迎新活動的名稱、新生的中英文全名及聯絡電話，以便本會核實資料。新生如對本會的退款安排有任何不滿，亦可以向迎委會提出申訴。

本會的聯絡方法

聯絡人：# XXX #

電話：# XXX #

電郵：# XXX #

（本通告之中英文版如有任何歧義，概以中文版為準。）

迎委會的聯絡方法

聯絡人：王竹影

電話：6381 4295

電郵：suas@hku.hk

本會蓋章

該會需決定及填寫斜體字句以取代原字句。單張需前後中英對照，以 A4 或 A5 獨立印製。#

Notice of Refund Policy

According to Section I Article 6 of the Orientation Regulation 2017 of HKUSU, # XYZ Society, HKUSU # (“our Society”) shall inform freshmen (“the applicant”) about the Refund Policy verbally and in written form before receiving any payment of the Orientation Event (“the Event”). Upon receiving the payment (excluding the membership fee) by our Society, the applicant is eligible to apply for refund before the Event begins under any ONE of the following conditions.

1. All applications made on or before 23:59 on 11 August 2017 will be accepted, and no late application will be entertained. 100% of the total payment should be returned to the applicant eligible for refund. The applicant is not required to provide any reason for refund.
2. All applications made prior to 48 hours before the start of the Event will be accepted. # At least 75% # of the total payment should be returned to the applicant eligible for refund. The applicant is not required to provide any reason for refund.
3. For applications made within 48 hours before the Event, our Society reserves the right to reject the refund application, and the amount refunded to the applicant shall be decided by our Society as deemed appropriate (Not applicable to the case stated in Article 1).

Complaints can be made to the Orientation Affairs Committee, HKUSU Council (OAC) shall the applicant be dissatisfied with the refund by any Sub-organization or special group. OAC shall resolve the decision made by the Sub-organizations or special groups and act as a mediator between the complainant and the Sub-organizations or the special groups. If the dispute remains unresolved, in which one of the two parties remain dissatisfied, the case will be referred to the Orientation Arbitration Affairs Committee, HKUSU Council (OAAC). Our Society shall follow the final rulings of OAAC.

If the applicant would like to apply for refund, # please send a written application to abc@xyz.com, or inform our Society by phone #. Please provide the name of the Event, your full name and contact number for verification. Any complaint concerning the refund arrangement can also be made to the Orientation Affairs Committee by the applicant.

Contact Information of our Society

Contact Person: # XXX #
Tel: # XXX #
Email: # XXX #

Contact Information of Orientation Affairs Committee

Contact Person: WONG Chuk Ying
Tel: 6381 4295
Email: suas@hku.hk

Society Chop

(The Chinese version shall prevail if there is any discrepancy of meaning between the Chinese and English versions of the notice.)

Reminders to Sub-organizations / Campus Media / Special Groups

1. Each Sub-organization, Campus Media or special group shall decide their conditions for the refund policy according to the limitation stated on the Orientation Regulation 2017 of the Union. All underlined red phrases on the template shall be replaced by their conditions.

1.1 Please refer to the Orientation Regulations for the requirements on refund percentage.

6.2 退款金額

- 6.2.1 所有已經接納其申請的迎新活動，假若新生於新生註冊日期間，即二零一七年八月十一日晚上十一時五十九分或之前，向該屬會、校園傳媒或特別團體申請退款，該屬會、校園傳媒或特別團體必須退回 100%的金額。
- 6.2.2 所有已經接納其申請的迎新活動，假若新生於該活動開始前 48 小時申請退款，該屬會、校園傳媒或特別團體必須退回全款 75%或以上的金額。
- 6.2.3 所有已經接納其申請的迎新活動，假若新生於該活動開始前 48 小時之內才申請退款，該屬會、校園傳媒或特別團體有權不接納該退款申請，並不作任何退款。在 6.2.1 的情況下所作的退款申請不限於此。
- 6.2.4 假若新生不同意任何屬會、校園傳媒及特別團體作出的退款決定，可直接向迎委會提出申訴。迎委會將議決該屬會、校園傳媒或特別團體的決定是否合理，以及進行調解。如迎委會未能調解該申訴，亦即任何一方仍感到不滿意，迎委會應交由仲裁委員會處理。

6.2 Amount of Refund

- 6.2.1 Shall freshmen apply for refund from any Sub-organization, Campus Media or special group on Registration Day, i.e. at or before 23:59 on 11 August 2017, for activities which applications have already been approved, the Sub-organization, Campus Media or special group shall refund a 100% of the received amount.
- 6.2.2 Shall freshmen apply for refund from any Sub-organization, Campus Media or special group 48 hours or more before the start of the activities which applications have already been approved, the Sub-organization, Campus Media or special group shall refund at least 75% of the received amount.
- 6.2.3 Shall freshmen apply for refund from any Sub-organization, Campus Media or special group with less than 48 hours before the start of the activities which applications have already been approved, the Sub-organization, Campus Media or special group shall have the right to reject the refund application and not refund. Any refund application stated under 6.2.1 is exempted.
- 6.2.4 Complaints can be made to the Orientation Affairs Committee shall the applicant be dissatisfied with the refund by any Sub-organization, Campus Media or special group. The Orientation Affairs Committee shall resolve the decision made by the Sub-organizations, Campus Media or special groups and act as a mediator between the complainant and the Sub-organizations, Campus Media or the special groups. If the dispute remains unresolved, in which one of the two parties remain dissatisfied, the case will be referred to the Orientation Arbitration Affairs Committee.

- 1.2 The refund ratio can be stated as an exact percentage (e.g. 75%) or a range (e.g. at least 75%, from 75% to 95%).
 - 1.3 The deadline of application can be shown as an exact time given that “the Orientation Event” on the first paragraph is renamed as that particular event.
 - 1.4 The method of refund application shall be decided by each Sub-organization, Campus Media or special group (e.g. written application by email or verbal application by phone).
 - 1.5 Red colour and “#” sign should be removed after the phrases are replaced by their conditions, while the underlined font should be unchanged.
2. The bilingual notice of Refund Policy shall be provided to the applicant before the payment is made.
 - 2.1 The notice shall be printed as A4 or A5 size with both Chinese and English version printed on each side.
 - 2.2 The notice shall be provided separately with brief verbal explanation.
3. Each notice provided to the applicant shall be stamped with the Society chop.
 - 3.1 If the Society chop is not available, the signature of the person-in-charge of the Sub-organization, Campus Media or special group can be the alternative.
. “Society Chop” should be amended as “Signature of Person-in-charge” under such circumstance.